

HEAD START PARAPROFESSIONAL

DEFINITION: Under general supervision, performs work of moderate difficulty in assisting the classroom teacher, parents and other center staff with support and training to enhance Head Start program and student achievement; assists with the development and implementation of developmentally appropriate curriculum for children between the ages of three and five years; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists teacher in planning, organizing and implementing developmentally appropriate practices based on the individual and collective developmental abilities and potential of enrolled children; assists in planning and providing experiential learning activities focused on advancing the intellectual and emotional competence of children; assists and supports the ongoing assessment of each child by providing observation of the child's interests and abilities to the teacher; learns about each child and child's development to ensure children's needs are continually met; assists teacher in setting and reaching goals focused on improving classroom and child practices using information gathered from Teaching Strategies and CLASS observations.

Responsible for consistent implementation of Head Start Performance Standards in classroom; supports, encourages and respects parent/child attachment; collaborates with special education resource providers to ensure integrated provision of special education services for children in need; assists teacher in setting up, and maintaining the classroom learning environment, ordered and intentional arrangement, inviting appearance, culturally applicable décor, cleanliness, fully supplied and complete with learning materials that support the children's development and interest based on the curriculum; assists teacher in conducting home visits and parent/teacher conferences; assists in training staff, volunteers and parents.

Assists teacher in implementing Early Head Start-to-Head Start and Head Start-to-Kindergarten transition strategies to promote continuity of services and involvement of parents; attends team meetings and contributes to collaborative, consistent and appropriate planning for the needs of children and their families; assists teacher in maintaining inventory of classroom supplies and supplies; maintains confidentiality of all personnel information, child and family records, related communication and reports; prepares required reports; attends meetings as requested; continually enhances personal knowledge, skills and abilities focused on knowing and understanding early child development and best practices by attending training, college courses, educational conferences, seminars, etc.

On a rotating basis with other center-assigned paraprofessional, provides transportation services on bus routes and provides food services for meal preparation in compliance with Head Start Performance Standards and applicable state, federal and tribal standards.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities.

Knowledge of child development, as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework.

Knowledge of educational concepts, principles, theories and applications.

Knowledge of early childhood assessment and educational activities based on current and relevant research.

Knowledge of health and safety practices applicable to the age of children to be served.

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Knowledge of established regulations and guidelines concerning food and meal preparation and service.
Knowledge of the proper care and use of institutional food preparation equipment.
Knowledge of the principles of healthy eating and nutritional requirements of children served.
Knowledge of federal, state and local traffic regulations and practices for transportation of school children.
Skill in learning and applying early childhood developmentally appropriate practices.
Skill in being responsive to children's developmental needs.
Skill in working as a participating team member.
Skill in working with parents to develop individually and developmentally appropriate goals for each child.
Skill in oral and written communications.
Skill in establishing and maintain open communication and effective working relationships.
Skill in exercising professional judgment.
Skill in the use of technology to effectively manage data and information.
Skill in applying problem solving strategies.
Ability to make decisions in a variety of situations regarding priorities and effectively handling emergencies.
Ability to read, interpret and follow rules regulations, policies and procedures including health and sanitation requirements.
Ability to prepare and serve large quantities of food and/or meals.
Ability to operate standard kitchen equipment safely and efficiently.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and participating in children's activities; exposure to children and their diseases; exposure to chemicals and cleaning supplies.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and a minimum of 45 credit hours leading to an education degree.

PREFERRED QUALIFICATIONS:

- A Child Development Associate (CDA) or Associate's degree.
- A minimum of 6 months classroom teaching experience.
- A valid Commercial Driver's License (CDL) with passenger and school bus endorsement.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license and Food Handler's Permit

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent who do not possess a Child Development Associate (CDA) must obtain a CDA within 180 days of date of hire. Incumbent must abide by the program's standards of conduct.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.